

Personnel

CIVILIAN OF THE QUARTER AND YEAR

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OPR: TCJ1-C (Ms Teresa Pavick)

Approved by: TCJ1 (CAPT Orban, USN)
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This instruction establishes eligibility criteria for the selection and recognition of the Civilian of the Quarter and Year for the United States Transportation Command (USTRANSCOM), Scott Air Force Base (AFB), Illinois (IL). The provisions of this instruction apply to all Wage Grade (WG)-01 through WG-15 and General Schedule (GS)-01 through GS/General Manager (GM)-14 employees permanently assigned to USTRANSCOM, Scott AFB IL.

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the information is USTRANSCOM Instruction 37-11 and title 5 United States Code of Federal Regulations 552a.

SUMMARY OF REVISIONS

Revises the standard format for nominations to align Category I and Category II with the Scott AFB quarterly and yearly recognition program. Quarterly submission will cover the nominee's performance for the past 90 days. **NOTE:** Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

1. REFERENCES AND SUPPORTING INFORMATION. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Objectives.

2.1. Recognize employees who have gone above and beyond their daily work duties with outstanding performance.

2.2. Encourage civilian employees to strive for greater effectiveness and efficiency.

3. Responsibilities.

3.1. USTRANSCOM Directorate of Manpower, Personnel, and Quality (TCJ1) will:

3.1.1. Administer and control the civilian quarterly/yearly award recognition program.

3.1.2. Establish quarterly/yearly selection board and ensure directorates/Direct Reporting Elements (DREs) solicit volunteer civilian members for the board.

3.1.2.1. Randomly select a board member and two alternates for each category, ensuring cross-command representation from the volunteers submitted by the directors/DREs.

3.1.2.2. Randomly select two board members (representative of Category I and Category II) to represent USTRANSCOM on the Scott AFB awards committee.

3.1.3. Send requests for nominations to directorates/DREs.

3.1.4. Review nominations to ensure all elements are in compliance with this instruction.

3.1.5. Deliver nomination packages to board members 2 days prior to board meeting.

3.1.6. Serve as the board recorder.

3.1.7. Report board selections to TCJ1 for release to appropriate Director/Chief of DRE of winners, and provide a courtesy copy to the Protocol Office (TCCC-P) and the Deputy Commander in Chief (TCDC) Executive Officer (TCDC-E).

3.1.8. Announce winners via command-wide e-mail to USTRANSCOM.

3.1.9. Coordinate a date and reserve an appropriate location for the combined civilian and military ceremony, ensuring availability of the officiating officer and all attendees.

3.1.10. Secure command mementos for presentation and forward all information to TCDC through TCCC-P. Provide TCCC-P with letters and mementos for presentation to awardees at least 5 workdays prior to the ceremony.

3.1.11. Forward appropriate award documentation to the Scott AFB Civilian Personnel Flight for final processing.

3.1.12. Forward nomination packages of quarterly/yearly winners (Categories I and II) to the Scott AFB Civilian Personnel Flight for consideration in the Scott AFB Awards Program.

3.2. Directorates/DREs will:

3.2.1. Submit one volunteer board member for each representative category. Volunteers must be permanently assigned to a USTRANSCOM billet a minimum of 1 year, work in the category which they will represent, and be available to sit on the board over the next year.

3.2.2. Inform nominees of selection/non-selection upon TCJ1 notification of board results.

3.2.3. Prepare nomination package in accordance with Scott Air Force Base Instruction (SAFBI) 36-2803 and paragraph 5 of this instruction.

3.2.4. Submit appropriate documentation granting a Notable Achievement Award (NAA) or time-off incentive award for their respective winner(s) in the Scott AFB competition as described in subparagraphs 9.1. and 9.2.

3.3. Board members will:

3.3.1. Serve for four quarters and the yearly awards board in January of the following year.

3.3.1.1. Two board members (representative of Categories I and II) will serve on the Scott AFB Awards Committee for a period of four quarters and the yearly selection process.

3.3.2. In the event a board member is nominated, on official travel, ill, or other extenuating circumstances, an alternate member will be appointed as replacement.

3.4. TCCC-P will:

3.4.1. Upon receipt of the final selections from TCJ1, prepare the quarterly award package for the officiating officer and assume responsibility for the quarterly combined civilian and military ceremony.

3.4.2. Obtain biographical information, etc., necessary for preparing the award package. Provide the award package to the officiating officer 5 days prior to the ceremony.

3.5. Public Affairs (TCPA) will coordinate appropriate media recognition for award recipients.

4. Nominee Eligibility. USTRANSCOM civilian employees (WG-01 through WG-15 and GS-01 through GS/GM-14) may be considered.

4.1. Individuals must be permanently assigned to USTRANSCOM for at least the 3 months of the nomination quarter for Civilian of the Quarter.

4.2. Individuals may be selected only once per calendar year for quarterly recognition.

4.3. Individuals must be permanently assigned to a USTRANSCOM billet for the full calendar year for yearly recognition.

4.4. Individuals must not have a disciplinary action pending.

5. Award Categories. This program includes three categories.

5.1. Category I includes all employees in GS/WG-01 through GS/WG-08.

5.2. Category II includes all employees in GS/WG-09 through GS/WG-12.

5.3. Category III includes all employees GS/GM/WG-13 through GS/GM-14 or WG-15.

6. Nominations Procedures/Timelines.

6.1. Directorates/DREs may submit one nomination per category, except as noted in Attachment 2.

6.2. Quarterly nominations will be based on facts and achievements occurring/concluding during the last 90 days; e.g., first quarter (Jan-Mar) awards will be based on achievements for the nomination quarter.

6.3. Yearly nominations will be based on facts and achievements occurring during Jan-Dec. The yearly nominee does not have to be a quarterly winner.

6.4. Quarterly nominations are due to TCJ1 Training and Civilian Personnel Branch (TCJ1-C) the last workday in March, June, September, and December. Yearly nominations are due the last workday in December. Quarterly and yearly nominations must be timely to afford the opportunity to compete in the Scott AFB quarterly and yearly program.

6.5. Nomination package for either quarterly or yearly award will include:

6.5.1. Letter of nomination signed by the Director/DRE Chief, as appropriate.

6.5.2. An original and four copies of AF Form 1206, Nomination for Award, completed IAW SAFBI 36-2803, Attachment 7. (Do not address Self-Improvement Efforts for Category III.) Director/DRE Chief must sign in Unit Commander Block.

6.5.3. Use bullet statements under each subtitle heading.

6.5.4. Prepare a proposed letter of commendation on letterhead (original only) for TCDC Signature (Attachment 3).

6.5.5. All quarterly nominees will receive a Level 3 Quality Award. Yearly nominees will receive a Level 4 Quality Award.

7. Board Composition.

7.1. Boards will be composed of only USTRANSCOM civilian members. Members will not be allowed to serve on the selection board in consecutive years.

7.2. Each board is comprised of:

7.2.1. Three primary board members (representing each category).

7.2.2. One Civilian Development and Advisory Council (CDAC) member as the chairperson--rotational among CDAC members.

7.2.3. TCJ1 board recorder.

8. Selection Process.

8.1. All board members will be given nomination packages 2 days prior to meeting in order to review and score each candidate using a sheet provided by TCJ1.

8.2. Scores are compiled by the board recorder.

8.3. The chairperson will complete a score sheet but will not submit unless there is a tie.

9. **Presentations.** Awards will be presented at an appropriate combined civilian and military ceremony.

9.1. Quarterly awards winners receive a command memento, Letter of Commendation and NAA of \$100. USTRANSCOM winners (Categories I and II) who also win the Scott AFB competition will have the option of either a \$200 NAA or a 2-day Time-Off Incentive Award.

9.2. Yearly award winners receive a command memento and a NAA of \$300. USTRANSCOM winners (Categories I and II) who also win the Scott AFB competition will have the option of either a \$300 NAA or a 3-day Time-Off Incentive Award.

MARY M. ORBAN
Captain, USN
Director, Manpower, Personnel,
and Quality

Attachments:

- 1. Glossary of References and Supporting Information**
- 2. Nomination Apportionment**
- 3. Sample, Proposed Letter of Commendation**
- 4. Sample, AF Form 1768 (NAA)**
- 5. Sample, AF Form 3032 (NAA)**
- 6. Sample, Time-Off Incentive Award**
- 7. Sample, Board Member Worksheet**

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

title 5, U.S.C. §§ 4501-4523, Incentive Awards

title 5, U.S.C. § 4503, Agency Awards

title 5, Federal Code of Regulations (C.F.R.), part 451, Awards

title 5, U.S.C. § 552, Public Information

USTRANSCOM Instruction 37-11, Privacy Act Program

Air Force Instruction 36-1001, Chapter 3, Incentive Awards Program and Chapter 4, Monetary Incentive Awards

Scott Air Force Base Instruction 36-2803, Scott Air Force Base Civilian Recognition Program

Abbreviations and Acronyms

Not used.

Terms

Not used.

DIRECTORATE/DRE APPORTIONMENT

1. One nominee may be submitted from the following directorates for each category:

TCJ1, TCJ2, TCJ5, TCJ6, TCJ8

2. TCJ3/J4 may submit two nominees for each category. TCJ3-D and TCJ4-D submit one nominee for each category with endorsement from TCJ3/J4.

3. The following DREs will be consolidated and may submit one nominee for each category:

TCCC-E, TCCC-P, TCCC-X, TCDC, TCJA, TCPA, TCRC, TCSG

In the event more than one nominee is considered for selection in any one category, senior civilians in DREs that are submitting nominations will determine which nominee will be forwarded to TCJ1 for board review.

PROPOSED LETTER OF COMMENDATION

MEMORANDUM FOR TCJX (Ms. Jane Doe)

FROM: TCDC

SAMPLE

SUBJECT: Letter of Commendation

1. In recognition of your commitment to our global transportation mission, you have been selected USTRANSCOM Civilian of the Quarter, Category II (GS/WG-09 through GS/WG-12), for the period of 1 April through 30 June 1998. As a Program Specialist, GS-301-09, assigned to [the Global Accomplishment Branch, Worldwide Programs Division, Global Plans Directorate,] your outstanding contributions and performance epitomize total commitment to quality. [In three or four sentences briefly describe the accomplishments. This narrative is stated in broader language than in the nomination package. The entire letter should fit on one page of letterhead.] Your expertise in the area of worldwide program evaluation and enthusiasm for quality clearly demonstrate your commitment and concern for our organization's success. I look forward to your continued achievements.

2. A copy of this letter will be sent to the Civilian Personnel Flight for inclusion in your official personnel file.

DANIEL G. BROWN
Lieutenant General, U.S. Army
Deputy Commander in Chief

cc:
Appropriate Directorate/DRE
375 MSS/DPC

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	TCJ1	Coord		6			
2	TCCS	Coord		7			
3	TCDC	Appr/Sig		8			
4	TCJ1	Finalize Action		9			
5				10			

SAMPLE

SURNAME OF ACTION OFFICER AND GRADE

SYMBOL

PHONE

TYPYST'S
INITIALS

SUSPENSE DATE

Nominator's Name and Grade

SUBJECT

Notable Achievement Award (NAA) - (Award Winner's Name)

DATE

SUMMARY

1. The purpose of this staff summary sheet is to obtain approval and document a (insert a dollar amount) NAA for (award winner's name). Tab 1, AF Form 3032, Certificate of Appreciation, will be given to the employee upon approval of the NAA.

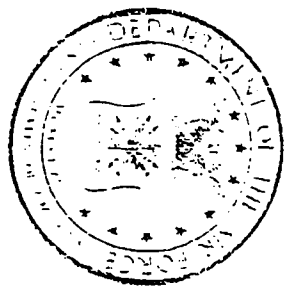
2. Justification: (Award winner's name) selection as the USTRANSCOM civilian of the (Quarter or Year) in Category (I or II) or (insert period: e.g., Jan - Mar 00) entitles him/her to this monetary award. AF Form 1206, Nomination for Award, is provided at Tab 2 for your review.

RECOMMENDATION: TCDC approve the NAA for (award winner's name) and sign the Certificate of Appreciation at Tab 1.

DIRECTOR
Grade, Service
Title

2 Tabs
1. AF Form 3032
2. AF Form 1206

SAMPLE



DEPARTMENT OF THE AIR FORCE

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

NAME

United States Transportation Command Civilian of the (insert Quarter or Year), (Dates). Short Citation of 90 words or less.

DANIEL G. BROWN
 Lieutenant General, U.S. Army
 Deputy Commander in Chief

TIME OFF INCENTIVE AWARD

EMPLOYEE'S NAME:

SOCIAL SECURITY NUMBER:

ORGANIZATION:

NUMBER OF HOURS OF TIME-OFF GRANTED:

JUSTIFICATION: (attach AF Form 1206 for the justification)

CERTIFICATION: I have considered the cost of this time-off award in lost production time and believe that the benefits to the Air Force from the employee's contributions justify the amount of time off approved. I also considered the unit's workload and unit employee leave projection and certify that this employee can schedule the time-off in addition to other projected leave no later than _____ (date not to exceed 90 calendar days from submitting the time-off award for approval, if possible; otherwise, not to exceed 1 year). I have considered other available forms of recognition and cash awards in determining the amount of this time-off award.

NOMINATING OFFICIAL'S SIGNATURE
TITLE/POSITION

DATE

DIRECTOR'S SIGNATURE
TITLE/POSITION

DATE

*****SAMPLE*****

BOARD MEMBER WORKSHEET

CATEGORY I

SAMPLE

(GS/WG-01 THROUGH GS/WG-08)

**NAME/GRADE
OFFICE SYMBOL**

**OVERALL
RANKING***

John Doe, GS-335-07, TCJ5

Mary Doe, GS-326-05, TCJ1

Jane Doe, GS-303-06, TCJ8

Rank/Signature of Board Member

***Based on job performance and self-improvement efforts.**

*****SAMPLE*****8